

Delaware Federation of Garden Clubs Awards Process

September 12, 2022



Why Awards?



DFGC Awards provide a way to recognize and reward the time, effort and resources expended by member clubs. To each club we extend our sincere thanks for all that you do. Don't miss out on this opportunity!

General Information about Applying for Awards

Awards Year

January 1 – December 31 of current year.

Award Applications Delivery Schedule

Due to DFGC Awards Chair

November 11 – DFGC applications*

December 15 – CAR-SGC applications

December 15 – National Garden Club

*may be extended to 12/15 with pre-approval

Resources

DFGC Website - Members Tab - Forms

- Application Form
- Descriptions
- Schedule
- Yearbook Information
- Special Awards



Review Award Descriptions/Instructions

Club Size

Group A – under 20 members

Group B – 20 to 29 members

Group C – 30 to 44 members

Group D – over 45 members

(NGC and CAR-SGC club sizes differ for awards)

Format for Submission

All Award Categories except yearbooks – one copy

- Not to exceed 3 pages (some exceptions)
- One-sided only

For Yearbooks – two copies

- No binders for award submissions – OK for club use (submit with paper cover)
- No plastic covers
- GBC acceptable



Application Form

Revised Aug 24, 2021

ALL DFGC SUBMISSIONS USE THIS FORM



Delaware Federation of Garden Clubs Awards Application 2021 - 2023

Application for State Awards to be submitted by **Nov 11**. Yearbooks are due **Oct 1**.
Other deadline exceptions are detailed on the DFGC Awards Schedule Sheet.

Mail application to State Awards Chairman: Mary Williford, 24900 Magnolia Circle, Millsboro, DE 19966

Email: mewilliford@verizon.net Phone: (302) 934-6017

Award Name:		Award #:	
Garden Club:		Number of Members:	
Club President:	Phone:	Email:	
Awards Chairman:	Phone:	Email:	

- Download Fillable PDF - First, select [Save As](#) and use an easily identifiable file name, for example: 2022 8-C Publications

~ or ~

- Print the regular form and type or neatly print the information.
- Fill in all the blanks.
- Number of members as reported to DFGC Treasurer in May/June.



Application Form

Awards application form is limited to three printed pages*, except where noted on the DFGC Awards Schedule Sheet, front of pages only. No report covers, binders or plastic sheets are allowed. Please complete each topic listed below, if applicable. Use numbering that is indicated.

You may use the application form as a cover sheet only, if desired. If you choose to do this, do not add any project information, photos, etc. to the application page except the information that is specifically requested. You may then add THREE full pages of project information, photos, etc. to your application.

* NOTE: If you add project information to the application page, it will count as one of the three pages in your application and you may add only TWO more pages.

Application form will not be returned. Exceptions: publications (books, CD/DVD). Copy the completed application for your files.

- Application form can be used as a cover sheet.
- Any project information on the form, will be considered page 1 of 3.
- As cover sheet, will be a total of 4 pages.
- Exception: website examples or newsletters



Application Form

PLEASE complete each topic, if applicable. Use numbering below when completing the form.

1. New Project: Yes No Beginning date: _____ Completion date: _____
2. Brief summary and objectives of project
3. Involvement of club members, other organizations, etc.
4. Project expenses and means of funding
5. Continuing involvement, follow-up, maintenance
6. Attach or insert photos, digital photos and/or landscape plan (does not need to be professionally drawn).

- Take advantage of 3-page availability (use application form as cover sheet).
- Beginning date: Can be previous years
- Completion date: If not completed indicate “ongoing”
- First page following application form starts with #2.



Application Form

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1. New Project: Yes No Beginning date: _____ Completion date: _____
2. Brief summary and objectives of project
3. Involvement of club members, other organizations, etc.
4. Project expenses and means of funding
5. Continuing involvement, follow-up, maintenance
6. Attach or insert photos, digital photos and/or landscape plan (does not need to be professionally drawn).

- Write a good summary and objectives paragraph – judges want to know about why the project is award-worthy.
- Provide clear and concise information.
- Photos speak volumes.
- Ask committee chair to proofread.



Description Example

1. New Project: Yes X No ___ Beginning date: May 1, 2020 Completion date: August 31, 2020

2. Brief summary and objectives of project

SUMMARY: Garden club meetings for April, May and June had been cancelled. Our annual spring plant sale, May Basket demonstration and dedication for a Children's Garden had been cancelled. There was no end in sight for state-mandated Covid-19 restrictions. A virtual summer garden tour on our website interrupted this boring and frustrating situation with four months of shared photos from our gardens.

OBJECTIVES: 1) Bring together Plantation Lakes Garden Club members online, where we could safely interact without worrying about masks or social distancing. 2) Encourage members to spend time in their gardens and share the results of their efforts through photos. 3) Promote our virtual summer garden club tour to non-members through social media to increase awareness of PLGC in our community.

3. Involvement of club members, other organizations, etc.

More than half of our members participated by taking and submitting photos for this project.

4. Project expenses and means of funding: None

5. Continuing involvement, follow-up, maintenance: None

6. Attach or insert photos, digital photos and/or landscape plan (does not need to be professionally drawn).

- Information to be provided
- Photos follow



Award Categories

10. Special Achievement

- a. Outstanding projects furthering NGC, CAR, and DFGC objectives throughout the club year or a special club project, not provided for in another DFGC award.
- b. Outstanding holiday projects furthering NGC, CAR, and DFGC objectives, not provided for in another DFGC award.

- Fits more than one category?
 - Modify description; submit for both/all
- Not limited to one application per category
- Category 10 – Special Achievement
 - Catch all and unique club projects



Other Awards

CAR-SGC and NGC

- All applications go through DFGC
- State awards deemed qualified for NGC or CAR-SGC may be sent on from DFGC

DFGC

- Landscape Design Council – November 11th
- President's Standard of Excellence – June 1st



Summary

Award Category

Review available DFGC categories
Then CAR-SGC and NGC categories
DFGC will forward to CAR-SGC and
NGC, if appropriate
Some projects may fit more than
one category

Application Form

Follow instructions completely
Four pages (if form is cover sheet)
Exceptions – Publications (#8)
Informative summary and
objectives

Timely Submission

Yearbooks – October 1st
All others – November 11th
Request pre-approval for extension
to December 15th for holiday or
other project





Thank you

Mary Williford

DFGC Awards Chair

mewilliford@verizon.net

302.934.6017

